

29 September 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Record Storage Space at the Records Storage
Center [REDACTED]

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25X1A 1. As you know, on behalf of the Director, this office is the repository of all Agency and much non-Agency correspondence pertaining to [REDACTED]. Aside from the more routine correspondence we also hold traffic of the utmost sensitivity, including single copy traffic read by only a few Agency officers individually authorized to read such traffic by the DCI. This correspondence is not only of daily use but is of critical importance for historical and record purposes.

25X1A 2. The volume of this special traffic has now reached a point where we are faced with the problem of permanent storage and quick retrieval of the older files when needed. We have on hand at the moment approximately two four-drawer safes of material that I would like to store at the Records Center [REDACTED]. Because of the sensitivity of this material, however, we would need to have a small wire-mesh cage built enclosing a small area that could eventually contain approximately six four-drawer safes. Because of the sensitivity of this material, this staff would retain the combination of the safes and no [REDACTED] records personnel would have access to it without our prior approval. Therefore, there would be no need for Records personnel to catalogue or formally file the material. We have had preliminary conversations with Records Management officers and they are willing and able to build such an enclosure and allocate the small amount of space involved. However, there would be a minimal cost factor of a few hundred dollars and for this I am requesting your authorization. Your approval will allow us to proceed as quickly as possible to solve a storage problem that is daily becoming more burdensome.

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